

CAPITAL IMPROVEMENTS PROGRAM COMMITTEE

TO: Board of Selectmen
FROM: Jordan Prouty, Chairman
RE: Capital Improvements Program
DATE: August 25, 2016
CC: Walter Johnson, Town Administrator
Barbara Wakefield, Town Clerk



On behalf of the Capital Improvements Program Committee, I am pleased to submit herewith our proposed Capital Improvements Program Report for Fiscal Years 2017-2022 for your consideration. The sum total of all projects recommended is \$9,937,686 for the six-year program (capital spending year plus five planning years) with \$1,723,346 of this recommended for 2017.

In our seventh year, our process of how we gather information and the process we utilize, including our method for rating and ranking the project requests was very efficient and assisted us with our recommendations to you contained in the accompanying report and CIP spreadsheet.

We thank all of the Department Heads for the presentations on their needs. Some of them returned to us, taking time from their daily workload, to answer questions and provide us with requested facts and figures. Without their full cooperation we could not have completed this document. Special thanks to Walter Johnson, the Town Administrator and Heidi Davis, Finance Director for their valuable guidance and assistance.

Capital Improvements Program Committee:

Jordan Prouty	Chairman	Community At-Large
Enid Burrows	Member	Community At-Large
Cody Gray	Member	Advisory Budget Committee
Joanne Farnham	Member	Planning Board
Paul T. Punturieri	Member	Board of Selectmen
Heidi Davis	Member	Ex-Officio
Fred Malatesta	Alternate	Community At-Large
Edward Harrington	Alternate	Community At-Large
Russell C. Wakefield	Alternate	Board of Selectmen

CIPC Project Ranking 2017-2022

Line Item	Rank	Class	Requests	Enid	Cody	Joanne	Ed H.	Fred	Paul	Jordan	Total
13	1	2	Road Projects	48	50	58	58	58	54	46	372
67	2	3	States Landing	50	46	48	58	52	42	54	350
55	3	2	2017 Ford Interceptor	46	46	56	56	48	46	46	344
20	4	2	2017 1 Ton Pickup	42	50	54	48	54	38	43	329
38	5	2	Chief's Command Vehicle	46	38	40	54	46	46	50	320
7	6	1	Public Safety Parking	46	46	44	38	46	44	53	317
73	7	2	Playground Equipment	44	40	54	36	50	32	40	296
22	8	3	20 Ton Trailer	38	34	48	44	52	36	38	290
74	9	3	Bathrooms & Pavilion	50	46	32	40	42	46	32	288
8	10	3	Facilities Energy	39	28	46	48	46	40	40	287
64	11	3	Baseball Field Rehab.	48	44	40	36	26	46	28	268
47	12	4	37 Acres - Lee's Pond Pres.	24	20	48	30	42	30	48	242
9	13	4	Lions Club Improvements	22	28	30	34	34	24	29	201

Adopted: 6/30/2016

CIPC Project Ranking 2017-2022

Line Item	Rank	Class	Requests	Enid	Cody	Joanne	Ed H.	Fred	Paul	Jordan	Total
			<u>Bldg.</u>								
7	6	1	Public Safety Parking	46	46	44	38	46	44	53	317
8	10	3	Facilities Energy	39	28	46	48	46	40	40	287
9	13	4	Lions Club Improvements	22	28	30	34	34	24	29	201
			<u>DPW</u>								
13	1	2	Road Projects	48	50	58	58	58	54	46	372
20	4	2	2017 1 Ton Pickup	42	50	54	48	54	38	43	329
22	8	3	20 Ton Trailer	38	34	48	44	52	36	38	290
			<u>Fire</u>								
38	5	2	Chief's Command Vehicle	46	38	40	54	46	46	50	320
			<u>Town</u>								
47	12	4	37 Acres - Lee's Pond Pres.	24	20	48	30	42	30	48	242
			<u>Police</u>								
55	3	2	2017 Ford Interceptor	46	46	56	56	48	46	46	344
			<u>Recreation</u>								
64	11	3	Baseball Field Rehab.	48	44	40	36	26	46	28	268
67	2	3	States Landing	50	46	48	58	52	42	54	350
73	7	2	Playground Equipment	44	40	54	36	50	32	40	296
74	9	3	Bathrooms & Pavilion	50	46	32	40	42	46	32	288

FORM D

CAPITAL IMPROVEMENT RATING SHEET

(To be filled out by CIP Committee)

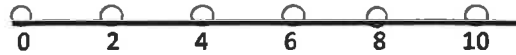
Project Name _____
 Estimated Cost _____

Department _____

Major Considerations

Score

Priority



Notes: _____

Risk to Public Safety



Notes: _____

Project's Useful Life



Notes: _____

Well Researched/Planned



Notes: _____

Effect on Operating/Maintenance Costs



Notes: _____

Linkage to Master Plan



Notes: _____

Total Score

=====

Scoring 0 = Least

10 = Most

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	
1	Dept.	Project																					
2			TM - Approved 2014	Class	TM - Approved 2015	Class	TM-Approved 2016	Class	CAPITAL YEAR REQUESTS			2018	Class	2019	Class	FIVE PLANNING YEARS			2021	Class	2022	Class	6-Year
3	BLDG	Facilities Flooring Replacement & Repainting	\$ 25,000.00	3	\$ -		\$ -		\$ -			\$ 30,000.00		\$ 30,000.00		\$ 30,000.00		\$ 30,000.00		\$ -		\$ -	\$ 120,000.00
4	BLDG	Public Safety Building Slab Replacement/Repair	\$ -		\$ -		\$ -		\$ -			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
5	BLDG	Highway Garage water system-well/filtration system	\$ -		\$ 20,000.00	4	\$ -		\$ -			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
6	BLDG	M'Boro Neck Fire Station Building Roofing Replacement	\$ 35,000.00	3	\$ -		\$ -		\$ -			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
7	BLDG	Public Safety Parking Lot Replacement	\$ -		\$ 10,000.00	3	\$ 175,000.00	3	\$ 175,000.00	6	1	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 175,000.00
8	BLDG	Facilities Energy Upgrades	\$ 60,000.00	3	\$ 30,000.00	7	\$ 30,000.00	3	\$ 75,000.00	10	3	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 75,000.00
9	BLDG	Lions Club Improvements	\$ -		\$ -		\$ -		\$ (50,000.00)	13	4	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ (50,000.00)
10	BLDG	Highway Garage Two Bay Addition	\$ -		\$ -		\$ -		\$ -			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
11		Subtotal	\$ 120,000.00		\$ 60,000.00		\$ 205,000.00		\$ 250,000.00			\$ 30,000.00		\$ 30,000.00		\$ 30,000.00		\$ 30,000.00		\$ -		\$ -	\$ 320,000.00
12																							
13	DPW	Road Projects	\$ 800,000.00	2	\$ 810,000.00	2	\$ 825,000.00	2	\$ 850,000.00	1	2	\$ 900,000.00		\$ 925,000.00	2	\$ 950,000.00		\$ 975,000.00		\$ 1,000,000.00		\$ -	\$ 5,600,000.00
14	DPW	2014 550 Style 6 Wheel Dump Truck w/Plow, Wing and Sander	\$ 95,000.00	3	\$ -		\$ -		\$ -			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
15	DPW	Tele-Arm Bucket Lift	\$ 40,000.00	3	\$ -		\$ -		\$ -			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
16	DPW	Skid Steer Replacement w/quick attach snow blower, bucket, forks & sweeper	\$ 55,000.00	2	\$ -		\$ -		\$ -			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
17	DPW	Pay-Loader Replacement w/Plow and Broom	\$ -		\$ 185,000.00	2	\$ -		\$ -			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
18	DPW	2016 10 Wheel Dump Truck	\$ -		\$ -		\$ 100,000.00	2	\$ -			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
19	DPW	2016 1-Ton Pickup w/Plow and Sander	\$ -		\$ -		\$ 54,000.00	3	\$ -			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
20	DPW	2017 1-Ton Pickup w/Plow and Sander	\$ -		\$ -		\$ -		\$ 50,000.00	4	2	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 50,000.00
21	DPW	7-passenger Fleet Van Replacement	\$ -		\$ -		\$ -		\$ -			\$ -		\$ 28,000.00		\$ -		\$ -		\$ -		\$ -	\$ 28,000.00
22	DPW	20 Ton Equipment Trailer (reconditioned)	\$ -		\$ -		\$ -		\$ 20,000.00	8	3	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 20,000.00
23	DPW	2018 Tractor w/bucket loader and attachments	\$ -		\$ -		\$ -		\$ -			\$ 55,000.00		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 55,000.00
24	DPW	2018 Vibratory Roll (84" Drum)	\$ -		\$ -		\$ -		\$ -			\$ 30,000.00		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 30,000.00
25	DPW	Skid Steer Replacement w/quick attach snow blower, bucket, forks & sweeper	\$ -		\$ -		\$ -		\$ -			\$ -		\$ 65,000.00	2	\$ -		\$ -		\$ -		\$ -	\$ 65,000.00
26	DPW	2019 19.5k GVW- 6 Wheel Dump Truck w/Plow, Wing and Sander	\$ -		\$ -		\$ -		\$ -			\$ -		\$ 120,000.00	2	\$ -		\$ -		\$ -		\$ -	\$ 120,000.00
27	DPW	2020 19.5k GVW-6 Wheel Dump Truck w/Plow, Wing and Sander	\$ -		\$ -		\$ -		\$ -			\$ -		\$ -		\$ 120,000.00		\$ -		\$ -		\$ -	\$ 120,000.00
28	DPW	2021 Rubber Track Excavator (Mid-size)	\$ -		\$ -		\$ -		\$ -			\$ -		\$ -		\$ -		\$ 100,000.00		\$ -		\$ -	\$ 100,000.00
29	DPW	Grader Lease-Purchase	\$ 49,395.00	5	\$ -		\$ -		\$ -			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
30	DPW	Backhoe Lease-Purchase	\$ 18,385.00	5	\$ 18,385.00	5	\$ -		\$ -			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
31		Subtotal	\$ 1,057,780.00		\$ 1,013,385.00		\$ 979,000.00		\$ 920,000.00			\$ 985,000.00		\$ 1,138,000.00		\$ 1,070,000.00		\$ 1,075,000.00		\$ 1,000,000.00		\$ -	\$ 6,188,000.00
32																							
33	FIRE	Replacement of Rescue 1 - \$ 450K est - 5 yr lease-purchase	\$ 90,000.00	5	\$ 89,906.00	5	\$ 89,906.00	5	\$ -			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
34	FIRE	Apparatus Equipment - Paramedic Level - Warrant Article 2014	\$ 62,000.00	WA	\$ -		\$ -		\$ -			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
35	FIRE	Replacement of Rescue 2 - \$ 242K est - 5 yr Lease - Warrant Article 2015	\$ -		\$ 48,223.00	WA	\$ 48,223.00	5	\$ -			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
36	FIRE	Replacement of First Responder Medical Vehicle (2) (Rescue 3)	\$ -		\$ -		\$ -		\$ -			\$ -		\$ 199,000.00		\$ -		\$ -		\$ -		\$ -	\$ 199,000.00
37	FIRE	Replacement of Pumper (Engine 2)	\$ -		\$ -		\$ 400,000.00	5	\$ -			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
38	FIRE	Replacement of Chief's Command Vehicle	\$ -		\$ -		\$ -		\$ 48,643.00	5	2	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 48,643.00
39	FIRE	Replacement of Forestry Vehicle (combine replacement of F1&E3)	\$ -		\$ -		\$ -		\$ -			\$ 413,500.00		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 413,500.00
40	FIRE	Replacement of Self-Contained Breathing Apparatus	\$ -		\$ -		\$ -		\$ -			\$ -		\$ 170,125.00	2	\$ -		\$ -		\$ -		\$ -	\$ 170,125.00
41	FIRE	Replacement of Apparatus Mobile Radios	\$ -		\$ -		\$ -		\$ -			\$ -		\$ -		\$ 79,000.00		\$ -		\$ -		\$ -	\$ 79,000.00
42	FIRE	Replacement of Brush Truck	\$ -		\$ -		\$ -		\$ -			\$ -		\$ -		\$ -		\$ -		\$ 99,900.00		\$ -	\$ 99,900.00
43	FIRE	2021 UTV with Fire/Rescue Skid and trailer	\$ -		\$ -		\$ -		\$ -			\$ -		\$ -		\$ -		\$ 32,800.00		\$ -		\$ -	\$ 32,800.00
44		Subtotal	\$ 152,000.00		\$ 138,129.00		\$ 538,129.00		\$ 48,643.00			\$ 413,500.00		\$ 369,125.00		\$ 79,000.00		\$ 32,800.00		\$ 99,900.00		\$ -	\$ 1,042,968.00
45																							
46	Town Hall	Purchase Parcel at Map 52 Lot 14-970 Whittier Highway	\$ 275,000.00	7	\$ -		\$ -		\$ -			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
47	Con Com	Purchase 37 acres known as Lee's Pond Preserve (SEE NOTE 4)	\$ -		\$ -		\$ -		\$ (50,000.00)	12	4	\$ 237,000.00		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 187,000.00
48		Subtotal	\$ 275,000.00		\$ -		\$ -		\$ -			\$ 237,000.00		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 187,000.00
49																							
50	POLICE	Replace 2009 Crown Victoria Cruiser w/2015 Ford Police Interceptor Utility	\$ -		\$ 51,000.00	2	\$ -		\$ -			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
51	POLICE	Replace 2007 Crown Victoria K-9 Cruiser w/2014 Ford Police Interceptor Utility	\$ 50,500.00	2	\$ -		\$ -		\$ -			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
52	POLICE	Replace 2006 Ford Taurus (unmarked) w/2015 Ford Police Interceptor Utility	\$ -		\$ 50,000.00	2	\$ -		\$ -			\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
53	POLICE	Replace 2009 Crown Victoria Cruiser w/2016 Ford Police Interceptor Utility	\$ -		\$ -		\$ -		\$ -			\$ -		\$ -		\$ -		\$ -					

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Moultonborough CIPC
FROM: Walter Johnson, Town Administrator *WJS*
RE: DPW, Facilities and Waste Management Facility
DATE: June 2, 2016
CC: Scott Kinmond



Good Morning Committee Members,

The following is a brief summary of my presentation on behalf of the Public Works Department and Road Agent.

Existing Projects Report:

1. **PSB Parking Lot Reconstruction:** The Town Engineer is currently preparing bid final plans and bid documents for the first phase of the parking lot reconstruction. Phase one is estimated to cost approximately \$175,000 which was appropriated in 2016 Town Meeting. Construction is expected to be completed by the winter of 2016-17. Phase two is on the CIP for 2017 at \$175,000.
2. **Energy improvements to the Recreation building** including new windows and door were completed in late 2015 and early 2016.
3. **Road Projects:** Work continues on three intersection reconstruction projects from the 2015 appropriation. Hopefully these projects will be completed by the end of June. \$358,944 was encumbered from 2015 capital appropriation to complete these projects.

2017 Requests/Changes:

1. **Item # 7:** \$175,000 for Phase Two of the PSB parking lot reconstruction. No Change
2. **Item # 8:** \$75,000 for Facilities Energy Improvements: No Change. The focus in 2017 is to address HVAC upgrades, insulation and window draft issues at the Town Hall, insulation issues at the PSB and other energy saving measures.
3. **Item #9:** \$50,000 for Lions Club Roof: No Change in the amount. In conjunction with the possible renewal of the lease of the property to the Lions Club, we will be doing a full building needs assessment in 2016 and request additional improvement funding in

2017/18. The roof condition will be determined at this time as well. I propose we rename this item to Lion Club Building Improvements.

4. **Item #13:** Road Projects: \$850,000. This amount represents a \$25,000 increase over the FY 16 amount but less than previous amount requested by the Road Agent of \$900,000. Increases are typically made to cover the increase in the cost of material which have stabilized some due to the reduction in petroleum costs.
5. **Item #20:** \$50,000 2017 1 Ton Truck, plow and sander. No Change
6. **Item #21:** \$28,000 7 Passenger van is now proposed to be replaced in 2019 vs 2017 as the vehicle is still in good condition and still meets the needs of the Town.
7. **Item #22:** 20 Ton Equipment Trailer (reconditioned) \$20,000. No Change.

Special Note: In the late fall and winter of 2015/16 approximately \$140,000 in capital improvements were made to the Waste Management Facility to provide for the change in operations for recycling to single stream. These capital cost paid for with funds from expended FY15 operating funds. It is expected that the overall future capital needs of the WMF will be significantly less with this change in operations. In the future some capital replacement funds for compacting equipment will be added to the CIP.

Town of Moultonborough

CIPC Project Request Form – FY 2012-2017

Department: Public Works	Department Priority: Select One of Select One projects FY Request To Be Made in: 2012 2013 2014 2015 2016 2017
Project Description: Public Safety Building Parking lot – Reclaim/Reconstruction	
Narrative Justification: Due to substandard sub grade materials the parking lot and pavement has suffered serious heaving of surface and drainage failure. (Please include additional attached pages.)	
Alternatives Considered or Impact if Project not Approved: The costs of roads relative to \$1 spent today verses \$4-\$8 spent later due to road deterioration and construction/asphalt costs. (Please indicate if the need/rationale for the project/item can be met by any other means, including leasing, contracting, etc. Please include additional attached pages if necessary.)	
Type of Project: (check one and please explain in narrative.)	Primary effect of project is to: <input checked="" type="checkbox"/> Replace or repair existing facilities or equipment <input checked="" type="checkbox"/> Improve quality of existing facilities or equipment <input type="checkbox"/> Expand capacity of existing services level/facility <input type="checkbox"/> Provide new facility or service capacity <input type="checkbox"/> Other (please describe)
Service Area of Project: (check at least one)	<input type="checkbox"/> Region <input checked="" type="checkbox"/> Municipality <input type="checkbox"/> School District <input type="checkbox"/> Neighborhood <input type="checkbox"/> Street <input type="checkbox"/> Other Area
Rationale for Project: (check those that apply; elaborate below)	<input checked="" type="checkbox"/> Alleviates substandard conditions or deficiencies <input type="checkbox"/> Responds to federal or state requirement to implement <input type="checkbox"/> Improves the quality of existing services <input type="checkbox"/> Provides added capacity to serve growth <input checked="" type="checkbox"/> Reduces long-term operating costs Provides incentive to economic development <input type="checkbox"/> Eligible for matching funds available for limited time <input type="checkbox"/> Required to maintain current service levels <input type="checkbox"/> Other (please describe)

Cost Estimate:	Capital Costs	Impact on Operating & Maintenance
Itemize as necessary)	Dollar Amount (in current \$)	Costs or Personnel Needs
	\$0.00 Planning/feasibility analysis	(Please elaborate in Project narrative)
Quote or Estimate	\$45,000 Professional services	<input type="checkbox"/> Add personnel
<input type="checkbox"/> Quote	\$0.00 Real estate acquisition	<input type="checkbox"/> Increased O & M costs
X Internal Estimate	\$0.00 Site preparation	<input type="checkbox"/> Reduce personnel
(Please indicate if item is quote, or estimate and attach quotes.)	\$220,000 Construction	<input type="checkbox"/> Decreased O & M costs
	\$0.00 Furnishings & equipment	<input type="checkbox"/> Contracted Costs/Labor
	Vehicles & capital equipment	
	\$0.00 Capital Reserve Fund	Dollar Cost of Impacts and Duration:
	\$0.00 Other _____	+ \$0.00 annually
	\$265,000 Total Project Cost	(-) \$0.00 annually
		0 # of Years of Duration

Sources of Funding:

Grant from: State Aid Block Grant	\$
Loan from:	\$0.00
Donation/bequest/private	\$0.00
User fees & charges	\$0.00
Capital reserve withdrawal	\$0.00
Impact fee account	\$0.00
Current revenue	\$0.00
General obligation bond	\$0.00
General Taxation	\$265,000
Special assessment	\$0.00
Other	\$0.00
Total Project Cost	\$0.00
Minus Revenue	\$0.00
Project Cost	\$265,000

Form Prepared By:
Scott D. Kinmond

(Name)



(Signature)

Road Agent/DPW Director

(Title)

Public Works

(Department/Agency)

2-4-11

(Date Prepared)

Other Information:

(Please include additional attached pages, if necessary.)

The Road Agent recommends that an expendable trust or capital reserve be established to prepare for the expenditure. The expenditure has been pushed out due to potential other construction on site which may occur

Town of Moultonborough

CIPC Project Request Form – FY 2012-2017

Department: Public Works	Department Priority: Select One of Select One projects FY Request To Be Made in: 2012 2013 2014 2015 2016 2017
Project Description: Facilities energy upgrades	
Narrative Justification: Upgrade windows to high energy efficiency. (Please include additional attached pages.)	
Alternatives Considered or Impact if Project not Approved: Reduction to heating fuel consumption. (Please indicate if the need/rationale for the project/item can be met by any other means, including leasing, contracting, etc. Please include additional attached pages if necessary.)	
Type of Project: (check one and please explain in narrative.)	Primary effect of project is to: <input checked="" type="checkbox"/> Replace or repair existing facilities or equipment <input type="checkbox"/> Improve quality of existing facilities or equipment <input type="checkbox"/> Expand capacity of existing services level/facility <input type="checkbox"/> Provide new facility or service capacity <input type="checkbox"/> Other (please describe)
Service Area of Project: (check at least one)	<input type="checkbox"/> Region <input type="checkbox"/> Neighborhood <input checked="" type="checkbox"/> Municipality <input type="checkbox"/> Street <input type="checkbox"/> School District <input type="checkbox"/> Other Area
Rationale for Project: (check those that apply; elaborate below)	<input checked="" type="checkbox"/> XX Alleviates substandard conditions or deficiencies <input type="checkbox"/> Responds to federal or state requirement to implement <input checked="" type="checkbox"/> XX Improves the quality of existing services <input type="checkbox"/> Provides added capacity to serve growth <input checked="" type="checkbox"/> X Reduces long-term operating costs <input type="checkbox"/> Provides incentive to economic development <input type="checkbox"/> Eligible for matching funds available for limited time <input type="checkbox"/> Required to maintain current service levels <input type="checkbox"/> Other (please describe)

Cost Estimate:

(Itemize as necessary)

Capital Costs

Dollar Amount (in current \$)

\$0.00 Planning/feasibility analysis

\$0.00 Professional services

\$0.00 Real estate acquisition

\$0.00 Site preparation

25,000 Construction

\$0.00 Furnishings & equipment

\$0.00 Vehicles & capital equipment

\$0.00 Capital Reserve Fund

\$0.00 Other _____

\$75,000 Total Project Cost**Impact on Operating & Maintenance****Costs or Personnel Needs**

(Please elaborate in Project narrative)

☐ Add personnel☐ Increased O & M costs☐ Reduce personnel☐ Decreased O & M costs☐ Contracted Costs/Labor

Dollar Cost of Impacts and Duration:

+ \$0.00 annually

(-) \$0.00 annually

0 # of Years of Duration

Sources of Funding:

Grant from:

\$0.00

Loan from:

\$0.00

Donation/bequest/private

\$0.00

User fees & charges

\$0.00

Capital reserve withdrawal

\$0.00

Impact fee account

\$0.00

Current revenue

\$0.00

General obligation bond

\$0.00

General Taxation

\$75,000

Special assessment

\$0.00

Other

\$0.00

Total Project Cost

\$0.00

Minus Revenue

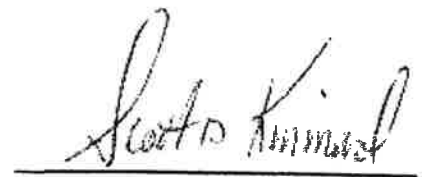
\$0.00

Project Cost

\$75,000

Form Prepared By:Scott D. Kinmond

(Name)



(Signature)

Raod Agent/DPW Director

(Title)

Public Works

(Department/Agency)

3-4-11

(Date Prepared)

Other Information:

(Please include additional attached pages, if necessary.)

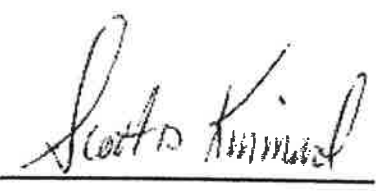
Town of Moultonborough

CIPC Project Request Form – FY 2012-2017

Department: Public Works	Department Priority: Select One of Select One projects FY Request To Be Made in: 2012 2013 2014 2015 2016 2017
Project Description: Road Projects.	
Narrative Justification: Road Projects based upon the Road Surface Management System, with expense applied as 60% preservation and 40% toward reconstruction. I have attached a preliminary annual summary for the next three years. This summary may change relative to roads and types of work based upon a updated assessment of the road surfaces in 2015. (Please include additional attached pages.)	
Alternatives Considered or Impact if Project not Approved: The costs of roads relative to \$1 spent today verses \$4-\$8 spent later due to road deterioration and construction/asphalt costs. (Please indicate if the need/rationale for the project/item can be met by any other means, including leasing, contracting, etc. Please include additional attached pages if necessary.)	
Type of Project: (check one and please explain in narrative.)	Primary effect of project is to: <input type="checkbox"/> Replace or repair existing facilities or equipment <input checked="" type="checkbox"/> Improve quality of existing facilities or equipment <input type="checkbox"/> Expand capacity of existing services level/facility <input type="checkbox"/> Provide new facility or service capacity <input type="checkbox"/> Other (please describe)
Service Area of Project: (check at least one)	<input type="checkbox"/> Region <input checked="" type="checkbox"/> Municipality <input type="checkbox"/> School District <input type="checkbox"/> Neighborhood <input type="checkbox"/> Street <input type="checkbox"/> Other Area
Rationale for Project: (check those that apply; elaborate below)	<input checked="" type="checkbox"/> Alleviates substandard conditions or deficiencies <input type="checkbox"/> Responds to federal or state requirement to implement <input type="checkbox"/> Improves the quality of existing services <input type="checkbox"/> Provides added capacity to serve growth <input checked="" type="checkbox"/> Reduces long-term operating costs <input checked="" type="checkbox"/> Provides incentive to economic development <input type="checkbox"/> Eligible for matching funds available for limited time

- ☐ Required to maintain current service levels
☐ Other (please describe)

Cost Estimate: (Itemize as necessary)	Capital Costs Dollar Amount (in current \$) \$0.00 Planning/feasibility analysis \$120,000 Professional services \$0.00 Real estate acquisition \$0.00 Site preparation \$755,000 Construction \$0.00 Furnishings & equipment Vehicles & capital equipment \$0.00 Capital Reserve Fund \$0.00 Other _____ \$875,000 Total Project Cost	Impact on Operating & Maintenance Costs or Personnel Needs (Please elaborate in Project narrative) <input type="checkbox"/> Add personnel <input type="checkbox"/> Increased O & M costs <input type="checkbox"/> Reduce personnel <input type="checkbox"/> Decreased O & M costs <input type="checkbox"/> Contracted Costs/Labor Dollar Cost of Impacts and Duration: + \$0.00 annually (-) \$0.00 annually 0 # of Years of Duration
---	---	--

Sources of Funding: Grant from: State Aid Block Grant Loan from: Donation/bequest/private User fees & charges Capital reserve withdrawal Impact fee account Current revenue General obligation bond General Taxation Special assessment Other Total Project Cost Minus Revenue Project Cost	\$145,000 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$735,000 \$0.00 \$0.00 \$0.00 \$0.00 \$875,000	Form Prepared By: <u>Scott D. Kinmond</u> (Name)  (Signature) Road Agent/DPW Director (Title) Public Works (Department/Agency) 3-4-11 (Date Prepared)
---	--	--

Reduced to \$850,000

(Revised)

2017

FORM B

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity <u>DPW</u>		Date Prepared <u>3-31-14</u>	
Contact Person <u>Scott Kinnard</u>		Phone Number <u>253-7445</u>	

1. Project Title & Reference No. <u>Pickup Truck Replacement</u>	4. Cost <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th></th> <th style="text-align: right;">Per Unit</th> <th style="text-align: right;">Total</th> </tr> <tr> <td>Purchase price or annual rental</td> <td style="text-align: right;">\$ <u>50,000</u></td> <td style="text-align: right;"><u>50,000</u></td> </tr> <tr> <td>Plus: Installation or other costs</td> <td style="text-align: right;">\$ <u>0</u></td> <td style="text-align: right;"><u>0</u></td> </tr> <tr> <td>Less: Trade-in or other discount</td> <td style="text-align: right;">\$ <u>3,000</u></td> <td style="text-align: right;"><u>3,000</u></td> </tr> <tr> <td>Net purchase cost or annual rental</td> <td style="text-align: right;">\$ <u>47,000</u></td> <td style="text-align: right;"><u>47,000</u></td> </tr> </table>		Per Unit	Total	Purchase price or annual rental	\$ <u>50,000</u>	<u>50,000</u>	Plus: Installation or other costs	\$ <u>0</u>	<u>0</u>	Less: Trade-in or other discount	\$ <u>3,000</u>	<u>3,000</u>	Net purchase cost or annual rental	\$ <u>47,000</u>	<u>47,000</u>
	Per Unit	Total														
Purchase price or annual rental	\$ <u>50,000</u>	<u>50,000</u>														
Plus: Installation or other costs	\$ <u>0</u>	<u>0</u>														
Less: Trade-in or other discount	\$ <u>3,000</u>	<u>3,000</u>														
Net purchase cost or annual rental	\$ <u>47,000</u>	<u>47,000</u>														
2. Form of Acquisition (check appropriate) <u>Purchase</u>	6. Number of Similar Items in Inventory <u>2</u>															
3. Number of Units Requested <u>1</u>	7. Estimated Use of Requested Item(s) <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">Months per year</td> <td style="width:50%;">Estimated useful</td> </tr> <tr> <td>Weeks per year</td> <td>life in years</td> </tr> <tr> <td>Days per week</td> <td style="text-align: center;"><u>10</u></td> </tr> <tr> <td>Hours per day</td> <td></td> </tr> </table>	Months per year	Estimated useful	Weeks per year	life in years	Days per week	<u>10</u>	Hours per day								
Months per year	Estimated useful															
Weeks per year	life in years															
Days per week	<u>10</u>															
Hours per day																

5. Purpose of Expenditure (check appropriate)

- ☒ Schedule replacement
- ☐ Present equipment obsolete
- ☐ Replace worn-out equipment
- ☐ Reduce personnel time
- ☐ Expanded service
- ☐ New operation
- ☐ Increased safety
- ☐ Improve procedures, records, etc.

5a. Describe Alternatives Considered:

8. Replaced Item(s)

Item	Make	Age	Maint Costs	Prior Year's	
				Breakdowns	Rental Costs
A. <u>Pickup Truck w/ Plow + Spreader</u>	<u>BMC</u>	<u>12</u>			
B.					
C.					
D.					
E.					

9. Recommended Disposition of Replacement Item(s)

☐ Possible used by other agencies
 ☒ Trade-in
 ☒ Sale

10. Submitting Authority

Submitted by: <u>Scott Kinnard</u>	Date: <u>3-31-14</u>
Position: <u>DPW - Director</u>	

11. Reserved

Line Item 22

2017

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL									
Department & Activity		DPW		Date Prepared		4/17/2015		Phone Number	
Contact Person		Scott Kinmond		253-7445					
1. Project Title & Reference No: 20 Ton Equipment Trailer (Reconditioned) - 2017									
2. Form of Acquisition (check appropriate)									
3. Number of Units Requested: 1									
5. Purpose of Expenditure (check appropriate)									
<input type="checkbox"/> Schedule replacement									
<input type="checkbox"/> Present equipment obsolete									
<input type="checkbox"/> Replace worn-out equipment									
<input type="checkbox"/> Reduce personnel time									
<input type="checkbox"/> Expanded service									
<input checked="" type="checkbox"/> New operation									
<input checked="" type="checkbox"/> Increased safety									
<input type="checkbox"/> Improve procedures, records, etc.									
5a. Describe Alternatives Considered:									
Lease									
8. Replaced Item(s)									
Item									
Make									
Age									
Maint Costs									
Breakdowns									
Rental Costs									
A.									
B.									
C.									
D.									
E.									
9. Recommended Disposition of Replacement Item(s)									
<input type="checkbox"/> Possible used by other agencies									
<input type="checkbox"/> Trade-in									
<input checked="" type="checkbox"/> Sale									
10. Submitting Authority									
Submitted by: S. Kinmond									
Position: DPW Director									
Date: 4/17/2015									
11. Reserved: New Request									

Town of Moultonborough

CIPC Project Request Form – FY 2012-2017

Department: Fire Rescue	Department Priority: 1 of 1 projects FY Request To Be Made in: 2012 2013 2014 2015 2016 2017 X
Project Description: Replacement of Fire Chief's Command Vehicle	
Narrative Justification: This vehicle is assigned to the Fire Chief and responds to 75% of the incident that the department responds to. It serves as the mobile office and command center for the fire chief during incidents and inspections. Outfitted with mobile data capabilities it is essential for having information on buildings and hazardous materials, it is a important component of the functional capabilities of the fire department	
Alternatives Considered or Impact if Project not Approved: 1. Maintain vehicle and repair as needed	
Type of Project: (check one and please explain in narrative.)	Primary effect of project is to: <input checked="" type="checkbox"/> Replace or repair existing facilities or equipment <input type="checkbox"/> Improve quality of existing facilities or equipment <input type="checkbox"/> Expand capacity of existing services level/facility <input type="checkbox"/> Provide new facility or service capacity <input type="checkbox"/> Other (please describe)
Service Area of Project: (check at least one)	<input type="checkbox"/> Region <input checked="" type="checkbox"/> Municipality <input type="checkbox"/> School District <input type="checkbox"/> Neighborhood <input type="checkbox"/> Street <input type="checkbox"/> Other Area
Rationale for Project: (check those that apply; elaborate below)	<input type="checkbox"/> Alleviates substandard conditions or deficiencies <input type="checkbox"/> Responds to federal or state requirement to implement <input type="checkbox"/> Improves the quality of existing services <input type="checkbox"/> Provides added capacity to serve growth <input type="checkbox"/> Reduces long-term operating costs <input type="checkbox"/> Provides incentive to economic development <input type="checkbox"/> Eligible for matching funds available for limited time <input checked="" type="checkbox"/> Required to maintain current service levels <input type="checkbox"/> Other (please describe)

Cost Estimate: (Itemize as necessary)	Capital Costs Dollar Amount (in current \$)	Impact on Operating & Maintenance Costs or Personnel Needs (Please elaborate in Project narrative)
	\$0.00 Planning/feasibility analysis	
Quote or Estimate	\$0.00 Professional services	<input type="checkbox"/> Add personnel
<input type="checkbox"/> Quote	\$0.00 Real estate acquisition	<input type="checkbox"/> Increased O & M costs
<input checked="" type="checkbox"/> Internal Estimate	\$0.00 Site preparation	<input type="checkbox"/> Reduce personnel
(Please indicate if item is quote, or estimate and attach quotes.)	\$0.00 Construction	<input checked="" type="checkbox"/> Decreased O & M costs
	\$0.00 Furnishings & equipment	<input type="checkbox"/> Contracted Costs/Labor
	\$55,000 Vehicles & capital equipment	
	\$0.00 Capital Reserve Fund	
	\$0.00 Other _____	Dollar Cost of Impacts and Duration:
	\$55,000 Total Project Cost	+ \$0.00 annually
		(-) \$0.00 annually
		10 # of Years of Duration

Sources of Funding: Grant from: \$0.00 Loan from: \$0.00 Donation/bequest/private \$0.00 User fees & charges \$0.00 Capital reserve withdrawal \$55,000 Impact fee account \$0.00 Current revenue \$0.00 General obligation bond \$0.00 General Taxation \$0.00 Special assessment \$0.00 Other \$0.00 Total Project Cost \$0.00 Minus Revenue \$0.00 Project Cost \$0.00	Form Prepared By: <u>David Bengtson</u> (Name) _____ (Signature) (Title) Fire Chief (Department/Agency) Fire Department (Date Prepared) 02/13/2011
---	---

Other Information:
(Please include additional attached pages, if necessary.) At this time I am unable to estimate the dollar impact +/-, any engine power this truck would need to comply with the Environmental Protection Agency (EPA) 2007 and 2010 diesel exhaust emissions standards, these engines have more filters and diagnostic systems to reduce and monitor exhaust emissions. Moultonborough does not currently have any vehicles powered by these new engines and does not have a reference point to evaluate annual maintenance costs.

Price Reduced to \$48,643

FORM A **CAPITAL PROJECT REQUEST** **Excluding Equipment**

Department & Activity: Conservation Commission Date Prepared: April 30, 2015																																
Contact Person: Marie Samaha Phone Number: 707-1324																																
1. Project Title: Lee's Pond Preserve	2. Purpose of Project Request Form (Check One)																															
3. Department Priority: High	<input checked="" type="checkbox"/> Add a new item to the program <input type="checkbox"/> Delete an item in a year already a part the program <input type="checkbox"/> Modify a project already in the adopted program																															
4. Location: Moultonborough Map/Lot 76/4																																
5. Description: Purchase 37 acres of undeveloped land with 3800 feet of shoreline on the Red Hill River and Lee's Pond with frontage on Rte. 25 in the Moultonborough Falls area. The land is located in a high priority conservation zone, identified in the natural Resources Inventory, which provides diverse wildlife habitats and corridors and borders sensitive wetlands. There is also historic value to this property. Approximately 5 acres of the land are zoned commercially. The property is listed at \$335,000. 5.a. Describe Alternatives Considered: Considered splitting off commercial areas and purchasing remaining 32 acres. Also considered purchasing a buffer parcel along the 3800 feet of shoreline to protect water quality. The owner was not interested in dividing the parcel.																																
6. Justification & Useful Life: 1. Protect water quality for Lee's Pond and Moultonborough Bay. The Red Hill River is currently protected from Garland Pond to Rte. 25 and this acquisition would provide additional protection from Rte. 25 to Lee's pond. The development of this property would potentially increase stormwater runoff and increase phosphate levels in Lee's Pond and Moultonborough Bay. 2. Protect wildlife corridors and habitat. This area is designated high priority for conservation and protection of wildlife as identified in the 2007 Natural Resources Inventory and the Conservation Commission Wildlife Action Plan of 2013. 3. Protect and hi-light a Moultonborough historical site. The 37 acres of Lee's Pond Preserve area was part of the thriving village of Moultonborough Falls in the 1800's.																																
<table border="1"> <thead> <tr> <th>BUDGET FY</th> <th>TOTAL*</th> <th>RECOMMENDED SOURCES OF FINANCING</th> </tr> </thead> <tbody> <tr> <td>Program year FY 2015</td> <td>\$10,200</td> <td>Conservation Fund</td> </tr> <tr> <td>Program year FY 2016</td> <td>\$6,500</td> <td>Conservation Fund</td> </tr> <tr> <td>Program year FY 2017</td> <td>\$340,000</td> <td>Fund raising campaign - \$210,000</td> </tr> <tr> <td></td> <td></td> <td>Grants - \$80,000, Town support - \$50,000</td> </tr> <tr> <td>Program year FY _____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Program year FY _____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Program year FY _____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>TOTAL SIX YEARS</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>After Sixth Year</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>			BUDGET FY	TOTAL*	RECOMMENDED SOURCES OF FINANCING	Program year FY 2015	\$10,200	Conservation Fund	Program year FY 2016	\$6,500	Conservation Fund	Program year FY 2017	\$340,000	Fund raising campaign - \$210,000			Grants - \$80,000, Town support - \$50,000	Program year FY _____	_____	_____	Program year FY _____	_____	_____	Program year FY _____	_____	_____	TOTAL SIX YEARS	_____	_____	After Sixth Year	_____	_____
BUDGET FY	TOTAL*	RECOMMENDED SOURCES OF FINANCING																														
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Program year FY _____	_____	_____																														
Program year FY _____	_____	_____																														
Program year FY _____	_____	_____																														
TOTAL SIX YEARS	_____	_____																														
After Sixth Year	_____	_____																														
If adjusted for inflation, indicate adjustment percentage here: _____ *Interest cost not included.																																
8. Net Effects on Operating Costs (+/-) None Direct Costs personnel: number _____ \$ amount _____ purchase of service _____ materials & supplies _____ equipment purchases _____ utilities _____ other _____ Subtotal () _____ Indirect Operating Costs fringe benefits _____ general admin. Costs _____ other _____ Subtotal () _____ Total Operating Cost _____ Debt Service (P&I) _____ Total Operating Cost _____		9. Net Effect on Municipal Income (+/-) None taxes _____ other income _____ Subtotal _____ gain from sale of _____ replaceable assets _____ Total _____ 10. Submitting Authority Submitted by _____ Date _____ Position _____ Signature _____ 11. Reserved																														

FORM C

CAPITAL IMPROVEMENT PROGRAM DETAILED PROJECT DESCRIPTION

(May be filled out by CIP Committee to summarize Project Information)

A. IDENTIFICATION & CODING INFORMATION

1. Date: 12-May-15

2. Project Name: Lee's Pond Preserve

3. Program:

4. Department: Conservation Comm.

B. EXPENDITURE SCHEDULE (000'S)

Cost Elements	\$ Total	Thru FY 2015	Est. FY	Total 6 Years	Year 1 FY	Year 2 FY 2016	Year 3 FY 2017	Year 4 FY	Year 5 FY	Year 6 FY	Beyond 6 Years
1. Appraisal Title search Environ Site Assess Landscape Architect Consultant		\$10,200				\$6,500					
2. Land							\$335,000				
3. Site Improvements Trails Info Boards							\$5,000				
4. Construction											
5. Furniture & Equipment											
6. Total											

C. FUNDING SCHEDULES (000'S)

Fund raising:	\$210,000
Conservation fund:	\$7,300
General Fund:	\$50,000
Capital Reserve:	
Grant Funding:	\$80,000

D. DESCRIPTION & JUSTIFICATION

Acquire a 37 acre parcel (map 76 lot 4) of undeveloped land with 38,000 feet of shoreline on the Red Hill River and Lee's Pond with frontage on Rte. 25. The acquisition of this parcel will protect water quality in Lee's Pond and Moultonborough Bay, protect wildlife corridors and habitat, and preserve a Moultonborough historical site.

E. ANNUAL OPERATING BUDGET IMPACT (000'S)

Program Costs:	Staff	
	Other	
Facility Costs:	Maint.	
	Other	
Debt Service		
Total Costs		
Other Revenue		
or Cost Savings		

F. MAP Reference Code:

Lot 76 map 4

FORM B

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity
Contact Person

POLICE
L. WETHERBEE

Date Prepared
Phone Number

4-11-16
476-2460

1. Project Title & Reference No.
CRUISER REPLACEMENT

4. Cost
Per Unit Total

2. Form of Acquisition (check appropriate)
PURCHASE NEW

Purchase price
or annual rental \$ 28141 28141

3. Number of Units Requested
1

Plus: Installation
or other costs \$ 23062 23062

5. Purpose of Expenditure (check appropriate)

- ☒ Schedule replacement
- ☐ Present equipment obsolete
- ☒ Replace worn-out equipment
- ☐ Reduce personnel time
- ☐ Expanded service
- ☐ New operation
- ☒ Increased safety
- ☐ Improve procedures, records, etc.

Less: Trade-in or
other discount \$

Net purchase cost
or annual rental \$ 51203

6. Number of Similar Items in Inventory

7. Estimated Use of Requested Item(s)

12 Months per year
52 Weeks per year
7 Days per week
10 Hours per day
Estimated useful
life in years 7

5a. Describe Alternatives Considered:

8. Replaced Item(s)

Item	Make	Age	Maint Costs	Prior Year's	
				Breakdowns	Rental Costs
A. 2010 FORD CROWN VIL CRUISER	FORD	7			
B.					
C.					
D.					
E.					

9. Recommended Disposition of Replacement Item(s)

- ☐ Possible used by other agencies ☒ Trade-in ☐ Sale

10. Submitting Authority

Submitted by: LEONARD WETHERBEE
Position: CHIEF

Date: 4-11-16

11. Reserved

INSTALLATION COSTS

INSTALL/STRIP 8 1200
WARRANTY 18 1015
VIDEO 31 5320
RADIO 31 3464

Decals - \$615.

Department & Activity Recreation		Date Prepared 5/11/16	
Contact Person Donna Kuethe		Phone Number 476-8868	
Project Title Baseball Field update		2. Purpose of Project Request Form (Check One) <input type="checkbox"/> Add a new item to the program <input type="checkbox"/> Delete an item in a year already a part the program <input checked="" type="checkbox"/> X Modify a project already in the adopted program	
3. Department Priority in CIP already/			
4. Location Moultonborough Rec. Area			
5. Description Revised figures - see attached			
5.a. Describe Alternatives Considered:			
6. Justification & Useful Life See attached			
7. Cost & Recommended Sources of Financing			
BUDGET FY		TOTAL*	
Program year FY 2017		75,000.00	
Program year FY _____		_____	
Program year FY _____		_____	
Program year FY _____		_____	
Program year FY _____		_____	
Program year FY _____		_____	
TOTAL SIX YEARS		_____	
After Sixth Year		_____	
If adjusted for inflation, indicate adjustment percentage here: _____ *Interest cost not included.			
8. Net Effects on Operating Costs (+/-)		9. Net Effect on Municipal Income (+/-)	
Direct Costs			
personnel: number _____		taxes _____	
\$ amount _____		other income _____	
purchase of service _____		Subtotal _____	
materials & supplies _____		gain from sale of	
equipment purchases _____		replaceable assets _____	
utilities _____		Total _____	
other _____			
Subtotal () _____			
Indirect Operating Costs		10. Submitting Authority	
fringe benefits _____		Recreation Dept. _____	
general admin. Costs _____		Submitted by Donna Kuethe Date 5/11/16	
other _____		Position Recreation Director	
Subtotal () _____		Recreation Director	
Total Operating Cost _____		Signature <i>Donna J. Kuethe</i>	
Debt Service (P&I) _____		11. Reserved	
Total Operating Cost _____			

2016 **FORM A**
CAPITAL PROJECT REQUEST
 Excluding Equipment

Department & Activity Recreation States Landing		Date Prepared 4/15/2015																																										
Contact Person Donna Kuethe		Phone Number 476-8868																																										
1. Project Title States Landing Project	2. Purpose of Project Request Form (Check One) <input type="checkbox"/> Add a new item to the program <input type="checkbox"/> Delete an item in a year already a part the program <input checked="" type="checkbox"/> X Modify a project already in the adopted program																																											
3. Department Priority - 2																																												
4. Location States Landing Beach																																												
5. Description - This is a revised approach to the States Landing Beach and Park Project																																												
5.a. Describe Alternatives Considered: See attached																																												
6. Justification & Useful Life - see attached																																												
7. Cost & Recommended Sources of Financing <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left;">BUDGET FY</th> <th style="text-align: left;">TOTAL*</th> <th style="text-align: left;">RECOMMENDED SOURCES OF FINANCING</th> </tr> </thead> <tbody> <tr> <td>Program year FY 2016</td> <td>50,000.00</td> <td>Taxation</td> </tr> <tr> <td>Program year FY 2016</td> <td>75,000.00 (est. CRF)</td> <td>Taxation</td> </tr> <tr> <td>Program year FY 2017</td> <td>TBD</td> <td>Taxation</td> </tr> <tr> <td>Program year FY 2017</td> <td>75,000.00 (CRF)</td> <td>Taxation</td> </tr> <tr> <td>Program year FY 2018</td> <td>TBD</td> <td>Taxation and grant funding</td> </tr> <tr> <td>Program year FY 2018</td> <td>75,000.00 (CRF)</td> <td>Taxation</td> </tr> <tr> <td>Total 6 years</td> <td>TBD</td> <td>Taxation and grant funding</td> </tr> <tr> <td>After Sixth Year</td> <td>TBD</td> <td>see attached</td> </tr> </tbody> </table>			BUDGET FY	TOTAL*	RECOMMENDED SOURCES OF FINANCING	Program year FY 2016	50,000.00	Taxation	Program year FY 2016	75,000.00 (est. CRF)	Taxation	Program year FY 2017	TBD	Taxation	Program year FY 2017	75,000.00 (CRF)	Taxation	Program year FY 2018	TBD	Taxation and grant funding	Program year FY 2018	75,000.00 (CRF)	Taxation	Total 6 years	TBD	Taxation and grant funding	After Sixth Year	TBD	see attached															
BUDGET FY	TOTAL*	RECOMMENDED SOURCES OF FINANCING																																										
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Indirect Operating Costs - see attached <table style="width: 100%; border: none;"> <tr> <td>fringe benefits</td> <td></td> </tr> <tr> <td>general admin. Costs</td> <td></td> </tr> <tr> <td>other</td> <td></td> </tr> <tr> <td>Subtotal</td> <td>()</td> </tr> <tr> <td>Total Operating Cost</td> <td></td> </tr> <tr> <td>Debt Service (P&I)</td> <td></td> </tr> <tr> <td>Total Operating Cost</td> <td></td> </tr> </table>		fringe benefits		general admin. Costs		other		Subtotal	()	Total Operating Cost		Debt Service (P&I)		Total Operating Cost		10. Submitting Authority <table style="width: 100%; border: none;"> <tr> <td>Submitted by</td> <td>Date</td> </tr> <tr> <td>Donna Kuethe</td> <td>4/15/15</td> </tr> <tr> <td>Position</td> <td></td> </tr> <tr> <td>Recreation Director</td> <td></td> </tr> <tr> <td><i>Donna J. Kuethe</i></td> <td></td> </tr> </table>	Submitted by	Date	Donna Kuethe	4/15/15	Position		Recreation Director		<i>Donna J. Kuethe</i>																			
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FORM C

CAPITAL IMPROVEMENT PROGRAM DETAILED PROJECT DESCRIPTION

(May be filled out by CIP Committee to summarize Project Information)

A. IDENTIFICATION & CODING INFORMATION

1. Date: 4/15/2015

2. Project Name: States Landing

3. Program:

4. Department: Recreation

B. EXPENDITURE SCHEDULE (000'S)

Cost Elements	\$	Fy 2015	Est. FY	Total 6 Years	2016	2017	2018	2019	Year 5 FY	Year 6 FY	Beyond 6 Years
1. Planning Design & Supervision		\$ 50,000.00		TBD	\$125,000.00	\$75,000.00	\$75,000.00	\$75,000.00	TBD	TBD	TBD
2. Land											
3. Site Improvements & Utilities						TBD	TBD	TBD	TBD	TBD	TBD
4. Construction						TBD	TBD	TBD	TBD	TBD	TBD
5. Furniture & Equipment											
6. Total		\$50,000.00			\$125,000.00	\$75,000.00	\$75,000.00	\$75,000.00	TBD	TBD	TBD

C. FUNDING SCHEDULES (000'S)

GO Bonds:

State Aid:

General Fund: See attached

Capital Reserve: * this reflects establishing a CRF for 75,000.00 for dredging

Grant Funding: See attached

D. DESCRIPTION & JUSTIFICATION

See Attached

E. ANNUAL OPERATING BUDGET IMPACT (000'S)

Program Costs: Staff See attached

Other

Utility Costs: Maint.

Other

Debt Service

Total Costs

Other Revenue

or Cost Savings

F. MAP Reference Code:

Capital Project Request Form A Attachments

Project Description: This was proposed in 2014 as follows: This is a multi-phased project with a rough estimate of the following occurring: Design and Engineering – 2015; Dredging Swim Area and Boat Launch 2016; Parking Area – 2016; Creating half of the Park and further parking 2017; Finish the park area 2018.

This request reflects a revised approach to the States Landing Project for the immediate future and requests the establishment of a Capital Reserve Account for the dredging. Our original thought had been that the dredging and addressing the boat launch issues needed to occur first with park development after. However, with the greatest one time estimated cost being the dredging (with no practical way to phase this), this request is being revised to allow for park development – in phases – while establishing a CRA to offset the onetime cost of the dredging.

The States Landing Project has involved the public and intends to continue to do so. On May 30, 2015 we have scheduled the third annual States Landing Clean-up Green Up Day and at that time will discuss updated plans and concepts regarding the park and beach area. The public's input will play an important role in the decisions to be made for the next phase of the project.

Alternatives Considered: A recommendation to do an engineering study to determine the future of the States Landing Swimming Area was included in the 2007 Recreation Dept. Strategic Plan. This study had been proposed by the Recreation Dept. in the past several budget years, but did not make it through the budget process.

During the Strategic Plan process many alternatives were considered including selling the property, not continuing to maintain it as a swimming area and to move towards only a park area with no swimming area; to turn the beach area in to a canoe/kayak launch.

Justification and Useful Life: States Landing is a 6.2 acre park with 279 feet of beachfront. There is also a public boat launch. The use of the beach has declined year by year as a result of aquatic growth and mucky lake conditions. The swimming area has been treated two times (successfully) for milfoil, but other problems have increased over time. The swimming area has been reduced greatly and docks and rafts removed. In 2009 the decision was made to no longer guard the beach due to an average of less than 9 swimmers per day.

However, the interest in this facility and the recognition of its potential as a prime recreation area has remained a priority for the Recreation Department. The Recreation Dept. has continued through the years to hear from residents in the vicinity of the beach requesting more attention be paid to the area.

In January 2013 a "Neighborhood Meeting" was held with between 35-50 people in attendance where we brainstormed ideas for the future of the area. See attachment. It was apparent from that meeting that the beach was very important to many residents.

We enlisted the state arborist and representative from NH Cooperative Extension to identify and recommend trees on the property that needed to be removed and have done so, as well as protecting the trees that remain.

On May 11, 2013 a very successful States Landing "Clean Up Green Up Day" was held with approximately 25-30 people in attendance. The day started with work – clearing brush, raking, picking up trash, cutting branches etc. Landscape Architect, Doug Greiner, talked with the workers and had done a lot of preliminary work. At lunch he presented some ideas on the future of the area. Police Chief Wetherbee and TA, Carter Terenzini all spoke to the group as well. We had a barbecue.

At the 2014 Town Meeting Article 16 passed in the affirmative which designated \$25,000.00 for improvements at the States landing Park and Beach Facility.

At the 2015 Town meeting \$50,000.00 was approved for continued study and improvements at States Landing.

Another Clean-up Day was held on May 31, 2014, with approximately 40+ people in attendance and working on improvements. Fences were installed, trees, plants and shrubs planted as well as a thorough sprucing up – raking, picking up trash, clearing brush etc. The improvements were notable. At the end of the work party, Landscape Architect, Doug Greiner presented an updated version of plans.

The 2015 Clean-Up Green-Up Days is scheduled for May 30, 2015. This year we plan to prep the area for the next phase of work that we anticipate will be establishing the rain gardens as well as doing general clean up and preparation for the upcoming swimming season.

There is significant back up material about the States Landing Project available on the Town's website. \

Funding – Much of this project will be eligible for Land and Water Conservation Grant Funding. However, the amount that will be available through this federal grant source is unknown at this time – as is the future of the grant. Based on the most recent grant funding available, I anticipate that the bulk of this project will be funded through taxation.

Direct and Indirect Costs – There will be additional Operating Costs associated with the beach and park as the facility is improved including bringing lifeguards back on the beach, more maintenance etc. however, these are not known at this time and cannot be estimated.

FORM B

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity Recreation Play Equipment Date Prepared 4/14/2014
 Contact Person Donna Kuethe Phone Number 476-8868

1. Project Title & Reference No.

Purchase Play Equipment - 2017

2. Form of Acquisition (check appropriate)
Purchase

3. Number of Units Requested - 1

5. Purpose of Expenditure (check appropriate)

- ☐ Schedule replacement
☐ Present equipment obsolete
☒ Replace worn-out equipment
☐ Reduce personnel time
☐ Expanded service
☐ New operation
☐ Increased safety
☐ Improve procedures, records, etc.

5a. Describe Alternatives Considered:
 see attached

4. Cost

	Per Unit	Total
Purchase price or annual rental \$	75,000.00	75,000.00
Plus: Installation or other costs \$	volunteers -0	volunteers - 0

Less: Trade-in or other discount \$	n/a	n/a
Net purchase cost or annual rental \$	75,000.00	75,000.00

6. Number of Similar Items in Inventory 1

7. Estimated Use of Requested Item(s)

8 Months per year	Estimated useful
32 Weeks per year	life in years
7 Days per week	25 +
varies Hours per day	

8. Replaced Item(s)

Item	Make	Age	Maint Costs	Prior Year's	
				Breakdowns	Rental Costs
A. Play Equipment (LS '90)		24	varies		
B.					
C.					
D.					
E.					

9. Recommended Disposition of Replacement Item(s)

- ☐ Possible used by other agencies ☐ Trade-in ☐ Sale

10. Submitting Authority

Submitted by: Donna Kuethe Date: 4/14/2014
 Position: Recreation Director

11. Reserved

FORM A **CAPITAL PROJECT REQUEST** **Excluding Equipment**

Department & Activity <u>Recreation/ Park Improvements</u> Date Prepared <u>4/11/16/Revised 5/2/16</u>		
Contact Person <u>Donna Kuethe</u> Phone Number <u>476-8868</u>		
1. Project Title <u>Pavilion/Bathrooms</u>	2. Purpose of Project Request Form (Check One) <input checked="" type="checkbox"/> Add a new item to the program <input type="checkbox"/> Delete an item in a year already a part the program <input type="checkbox"/> Modify a project already in the adopted program	
3. Department Priority # <u>1</u>		
4. Location Moultonborough Recreation Area		
5. Description See attached		
5.a. Describe Alternatives Considered: See attached		
6. Justification & Useful Life See attached		
7. Cost & Recommended Sources of Financing		
BUDGET FY	TOTAL*	RECOMMENDED SOURCES OF FINANCING
Program year FY <u>2017</u>	<u>3500.00</u>	<u>Taxation/volunteer</u>
Program year FY <u>2018</u>	<u>102,170.00</u>	<u>Taxation/volunteer</u>
Program year FY _____	_____	_____
Program year FY _____	_____	_____
Program year FY _____	_____	_____
Program year FY _____	_____	_____
TOTAL SIX YEARS	<u>105,670.00</u>	_____
After Sixth Year	_____	_____
If adjusted for inflation, indicate adjustment percentage here: _____		
*Interest cost not included.		
8. Net Effects on Operating Costs (+/-)		9. Net Effect on Municipal Income (+/-)
Direct Costs		
personnel: number _____		taxes <u>____</u> (+) approx.,04/yr <u>____</u>
\$ amount _____		other income _____
purchase of service _____		Subtotal _____
materials & supplies <u>approximately \$100.00/year</u>		gain from sale of
equipment purchases _____		replaceable assets <u>\$2,310.00 (see attach.)</u>
utilities _____		Total _____
other (janitorial) <u>approximately \$600.00</u>		
Subtotal () _____		
Indirect Operating Costs		10. Submitting Authority
fringe benefits _____		Recreation
general admin. Costs _____		Submitted by Date
other _____		Donna Kuethe 4/14/16/rev. 5/3/16
Subtotal () _____		Position
Total Operating Cost _____		Recreation Director
Debt Service (P&I) _____		Signature <i>Donna Kuethe</i>
Total Operating Cost _____		11. Reserved